

Completing the Classroom Observation Form

Scheduling the Observation

Per the Suggested Timeline in the Tenure Manual, complete the *classroom observation between Weeks 5-8*. Do not do sooner than week 4 as to allow the candidate a chance to acclimate to the course and the students in that section. Also, prior to Week 5, TAP Mentors are usually scheduled to visit the course to provide non-evaluative, formative feedback prior to a chair or administrative observation.

Before the Observation

Make sure you *get a syllabus* before coming to the class being observed. The syllabus is now an item on the Classroom Observation Form that will be reviewed and given comments.

The Form

The thoughtful and thorough completion of the form is more critical than in the past. One of the cornerstones of the new tenure process is an emphasis on critical self-reflection. The tenure track faculty member will write up their own review of the class session observed within 24 hours of the class using Part 1 of the Post-Observation Reflection Form. Then, a week later, they will reflect on the feedback from the observer and respond to the observer's comments in Part 2 of the form.

The Classroom Observation Form is different than in years past. The new form has categories with itemized bullets underneath a holistic description of the area being assessed. *You need not refer to every bullet provided.* These are merely to help guide you or to help you elaborate when you are writing your feedback. Reviewers of the form during its vetting process found these bullets helpful.

During the Observation

There are *4 ratings* on the Classroom Observation Form. Each section on the observation form requires a written explanation and justification for your decision. The amount and quality of written feedback not only help the faculty member write the Post-Observation Reflection Form, but the comments will also be evaluated the following semester by Academic Affairs to determine if the College is in compliance (which determines whether we are all properly trained and executing the TAP process sufficiently).

The highest rubric item is "Strong" and demands a significant justification. Similarly, a "Significant Concern" designation demands not only substantive comments, but also an Action Plan in the last section of the Classroom Observation Form.

After the Observation

You should complete and hand back your completed Classroom Observation Form *within one week* of the class period observed. This is critical to allow the faculty member to respond while the visit is still fresh in their mind.

You are *encouraged to have an in-person meeting* to hand off your Classroom Observation Form and discuss any relevant items.